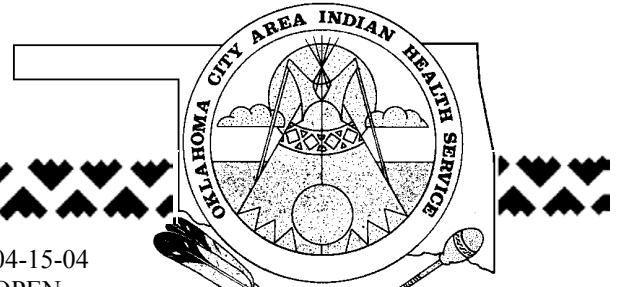


U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OKLAHOMA CITY AREA INDIAN HEALTH SERVICE  
DIVISION OF HUMAN RESOURCES



**RECRUITMENT ANNOUNCEMENT:** OC 04-02 \* **OPENING DATE:**

04-15-04

\* This cancels Announcement OC 02-02

**CLOSING DATE:**

OPEN

**POSITION:** Medical Technologist, GS-644-5/7/9

CONTINUOUSLY

Medical Technologist, GS-644-10 (Depending on the specialty and location, some positions may be filled at GS-10 grade level)

**STARTING SALARY:** May be adjusted on Present/Former Federal Employees

GS-5: \$31,302; GS-7: \$36,779; GS-9: \$43,774; GS-10: \$46,866

**PROMOTION POTENTIAL:** None Beyond GS-10

**RELOCATION EXPENSES:** May be Authorized in Accordance  
With Federal Regulations

**SUPERVISORY/MANAGERIAL:** No

**AREA OF CONSIDERATION:** Open to U.S. Citizens

**DUTY LOCATION:** Positions will be filled at the following locations as vacancies occur:

**HOSPITALS:** Claremore, Clinton, Lawton, and Tahlequah in Oklahoma

**HEALTH CENTERS:** (Outpatient Facilities): Anadarko, Carnegie, El Reno, Pawhuska, Pawnee, Watonga, and Wewoka in Oklahoma; also White Cloud and Lawrence, Kansas

**OTHER LOCATIONS:** Possible other locations throughout Oklahoma and Kansas

**INDIAN PREFERENCE:** In the filling of this position by appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian preference candidates. Eligibility will be determined from current Indian Health Service Policy.

**EQUAL EMPLOYMENT:** Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex, sexual orientation, national origin, politics, disabilities, marital status, age, or membership or non-membership in any employee organization.

**REASONABLE ACCOMMODATIONS:** Reasonable accommodations will be made for qualified applicants or employees with disabilities, except when so doing would impose an undue hardship on the Indian Health Service.

**SELECTIVE SERVICE CERTIFICATION:** If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

**MULTIPLE GRADE ANNOUNCEMENT:** Announcement at the multiple grade interval is intended as a mechanism of providing consideration for the greatest number of potential candidates. This position may be filled at any level, dependent upon the applicant's demonstrated ability, experience, and other qualifying criteria. If the position is filled at less than the upper level, there is NO commitment for future promotions, based solely on selection resulting from this announcement. Conversely, if the employee demonstrates the ability to perform at a higher level, is recommended by the supervisor, and otherwise meets the qualifications, he/she may be promoted without further competition under the Area Merit Promotion Program, however for temporary positions, conversion without competition may not be possible unless the selectee was within reach at the higher grade on the initial certificate of eligibles. Also, no further competition is required if it becomes necessary through the reclassification process to upgrade the position.

**DESCRIPTION OF ASSIGNMENT:** Works in a clinical laboratory department of a general medical and surgical Indian Hospital or outpatient Health Center in the Oklahoma City Area. Must be familiar with all technical procedures conducted in each section - as technologist may be assigned to different sections daily. Reviews the types and numbers of test requests and reporting times required, and selects the procedures appropriate for each testing request. Processes patient samples and conducts analysis as prescribed in section procedure manuals. Identifies instrument malfunctions and unacceptable reagent performance through critical assessment of quality controls performed. Observes all section safety procedures. Performs scheduled duty on weekends, holidays, and emergency call-back, and overtime on a continual basis.

**WHO MAY APPLY:**

**OPEN TO U.S. CITIZENS:** Applications will be accepted from all U.S. Citizens and will be evaluated under competitive OPM Delegated Examining Authority.

This Position is in a Smoke-Free Environment

**ADDITIONAL SELECTIONS OF CANDIDATES MAY BE POSSIBLE WITHIN 90 DAYS FROM THE DATE THE CERTIFICATE OF ELIGIBLES IS ISSUED FROM THE VACANCY ANNOUNCEMENT, FOR FILLING ADDITIONAL SIMILAR VACANCIES**

**MERIT PROMOTION PLAN (MPP) CANDIDATES** - Applications will be accepted from status eligibles (e.g. reinstatement eligibles and current permanent employees in the competitive Federal service), from current IHS employees who are eligible for Indian Preference, and from individuals who are eligible for excepted appointment in IHS under some other authority (e.g. handicapped authority, etc.). Those MPP candidates eligible for Indian Preference, who so desire, may also apply under ESEP provisions by indicating on their application, "Consideration under both MPP and ESEP".

**EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES** - Applications will be accepted from individuals entitled to Indian Preference who wish consideration for excepted appointment in IHS, under the authority of 5 C.F.R., Part 213, Schedule A 213,3116(B)(8).

**VETERANS PREFERENCE** - Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more continuous active service may apply.

**PHS COMMISSIONED CORPS CANDIDATES:** See instructions at the end of this announcement.

**INFORMATION ON CAREER TRANSITION ASSISTANCE PLANS:**

**INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY UNDER THE DHHS CAREER TRANSITION ASSISTANCE PLAN (CTAP).**

If you are currently a DHHS/IHS employee who has received a Reduction in Force (RIF) separation notice, a Certification of Expected Separation (CES), or notice of proposed separation for declining a directed reassignment or transfer of function outside of the local commuting area, you may be entitled to Special Selection Priority under CTAP. To receive this Special Selection Priority you must:

1. Be a current DHHS/IHS career or career-conditional (tenure group I or II) employee in the competitive or excepted service who has received a RIF separation notice, a Certification of Expected Separation (CES), or notice of proposed separation for declining a directed reassignment or transfer of function outside of the local commuting area, and the date of the RIF separation or date of the separation for declining a directed reassignment or transfer of function has not passed, and you are still on the rolls of DHHS/IHS. **YOU MUST SUBMIT A COPY OF THE RIF SEPARATION NOTICE, CES, OR NOTICE OF PROPOSED SEPARATION FOR DECLINING A DIRECTED REASSIGNMENT OR TRANSFER OF FUNCTION OUTSIDE THE LOCAL COMMUTING AREA, ALONG WITH YOUR APPLICATION.**
2. Be applying for a DHHS/IHS position that is at or below the grade level of the position from which you are being separated. (Note: If applying for DHHS position outside IHS, employee may need competitive status) The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting Special Selection Priority. For IHS employees occupying positions at grade GS-9 and above (or wage grade equivalent), Special Selection Priority is extended nation-wide when applying for IHS positions at grade 9 and above.
5. File your application by the vacancy announcement closing date, or within seven workdays after receiving notification of vacancy whichever is longer, and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the qualifications for the position, any documented selective factor, physical requirements and be rated \*"well-qualified."

**INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY UNDER OPM'S INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP).** Displaced employee means a current or former career or career-conditional competitive service employee, in tenure group I or II, who has received a specific RIF separation notice or meets one of the following conditions cited under 1. A.

If you are a displaced Federal employee you may be entitled to receive Special Selection Priority under the ICTAP. Eligibility expires one year after separation. To receive this Special Selection Priority, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your Special Selection Priority status with your application package. The following categories of candidates are considered displaced employees.
  - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
    1. Received a specific RIF separation notice; or
    2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
    3. Retired with a disability and whose disability annuity has been or is being terminated; or
    4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
    5. Retired under the discontinued service retirement option; or

6. Were separated, or to be separated, because they declined a transfer of function or directed reassignment to another commuting area.

OR

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting Special Selection Priority.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated \*\*"well-qualified" for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

\*Well-qualified employees are eligible employees who satisfy all education, experience, and knowledge, skills, and abilities (KSA) factor(s) for this vacant position. Well qualified employees are those who meet the above average range of a four-level crediting plan for all KSA factor(s).

#### **CONDITIONS OF EMPLOYMENT:**

1. Positions may be Permanent or Temporary with Tour of duty either full-time, part-time or intermittent. Temporary positions are subject to termination at any time.
2. **IMMUNIZATION REQUIREMENT-** In accordance with the IHS Employee Immunization policy, selectee will be required to be immunized against measles and rubella by providing documentation/proof of immunity to measles and rubella prior to entrance on duty. Exceptions are persons born before 1957 who are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of vaccine or have a history of severe reaction to a vaccine or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position which requires regular work at a Service Unit.
3. In accordance with the Child Care Services Act, applicants must complete the attached addendum and submit it to the Human Resources Office with their application.
4. Before hiring, the IHS will ask you to complete an "OF-306 Declaration for Federal Employment (Revised January 2001)" to determine your suitability for Federal employment, to authorize a background investigation and to certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed. This form must be submitted within 10 workdays of your tentative job offer. You may submit the completed OF-306 with your application.
5. Subject to rotating shifts, call-back, holiday and weekend work. Overtime may be required during peak periods of work.

**FACILITIES:** The four Oklahoma City Area Hospitals located in Clinton, Claremore, Lawton, and Tahlequah, range from 14-60 beds. With the exception of the 14-bed Clinton Indian Hospital, full services are available at all the hospitals including general medicine and surgery, obstetrics and gynecology, pediatrics, and outpatient service. Health Centers located throughout the Area provide ambulatory care service. Public Health Nursing programs are located within each of the hospitals and health centers.

#### **APPLICATION PROCEDURES**

**SUBMIT APPLICATION TO THE FOLLOWING ADDRESS:** Oklahoma City Area Indian Health Service, Division of Human Resources, Five Corporate Plaza, 3625 NW 56th Street, Oklahoma City, OK 73112. All applications become the property of the Human Resources Office and will not be returned. Therefore all original documents and the completed application forms should be duplicated before being submitted. **TELEFAXED AND ELECTRONICALLY FILED APPLICATIONS WILL BE ACCEPTED.** We do not fax vacancy announcements. For further information on application forms contact La Donna Cortez at 405-951-3727. For program information contact the duty location or Sherry Ratteree at 580-323-2884. Forms may also be available at nearest IHS facility. Vacancy announcements may also be downloaded from the OPM Website – USAJOBS at <http://www.usajobs.opm.gov> or IHS Website at <http://www.ihs.gov>. The IHS Website has current vacancy locations listed.

**FAXED APPLICATIONS:** Faxed applications should be sent to 405-951-3953. Applicants are responsible for ensuring that application materials transmit successfully. Vacancy Announcement Number must appear on front page.

**EMAIL APPLICATIONS:** Applications should be sent as email attachments to: [medtech@na.ihs.gov](mailto:medtech@na.ihs.gov). The Vacancy Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at the Human Resources Office. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

**APPLICATION FORMS LISTED BELOW MUST BE SUBMITTED AND INDIVIDUALLY IDENTIFIED**  
**BY THIS ANNOUNCEMENT: OC 04-02**

1. **The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment.** Applicants must submit one of the following: (1) OF-612 (Optional Application for Federal Employment), (2) SF-171 (Application for Federal Employment), (3) Resume, or (4) any other written application format. **For (3) and (4) see "ADDITIONAL INFORMATION REQUIRED FOR RESUMES AND ...." section below.**  
On the SF-171, items 37-47 should not be completed. Position Descriptions will not be accepted.
2. **Verification of Indian Preference:** Applicants who wish to receive Indian Preference, must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS ONLY," that he/she is an Indian as defined by Part 7, Chapter 3, "Indian Preference," Indian Health Manual (03/14/2001). An equivalent form is acceptable only when issued by a Tribe authorized by P.L. 93-638 contract to perform the certification functions on behalf of the BIA. Current employees with acceptable proof (as identified above) on file in their Official Personnel Folder are still required to submit a copy of such proof with their applications. Current employees who were employed by IHS on February 16, 1978 and who received preference according to the rules and procedures in effect at the time preference was granted, and who have been continuously employed with IHS, must submit a copy of the proof they submitted at the time preference was granted. **All applicants must submit documentation satisfying one of the above requirements of the announcement before Indian Preference can be granted.**
3. **Copy of latest Personnel Action (SF-50)**, if a current or former Federal Employee, and and if requesting Reinstatement Eligibility, the SF-50 proof of Career or Career-Conditional Status must be submitted.
4. If claiming Veterans Preference, a copy of all DD-214 forms, one for each period of service, and, if claiming 10 point Veterans Preference, an SF-15 with all supporting documents.
5. Attached "Addendum to Declaration for Federal Employment (IHS) in Child Care and Indian Child Care Worker Positions" for civil service and commissioned corps applicants. This OMB Approved Form No. 0917-0028 is available at nearest IHS Facility.
6. A copy of your most recent performance appraisal (required for current Federal employees).
7. Required (attached) "Ranking Factors for Medical Technologist", related to the Quality Ranking Knowledges, Skills, and Abilities (KSA's) as outlined in Evaluation Methods.
8. A copy of college transcript(s) listing college courses and credits earned, is required in order to receive appropriate credit for education. When allowed by Qualification Standards, copies of training certificates (non-college) must be submitted for appropriate credit.
9. Required Work Location Availability Statement Form (attached).

#### ADDITIONAL INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. Applicants for positions in some occupational series must meet certification, licensure, or registration requirements, if required by law, in addition to meeting experience and/or educational requirements. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #6 (HIGH SCHOOL), #7 (COLLEGES AND UNIVERSITIES), #8 (WORK EXPERIENCE), AND #10 (JOB-RELATED TRAINING) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Highest Federal civilian grade held (give Job Series and Dates held).
6. High School - Name, City, State (Zip Code if known), and date of Diploma or GED.
7. College and University Credit/Degrees - Name, City, State (Zip Code if known), Majors, Type and Year of any Degrees received (if no Degree show Total Semester or Quarter Hours earned).
8. Work Experience (paid and non-paid) - Job Title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month, day, and year), Hours Per Week, and Salary.
9. Indicate if we may contact your current Supervisor.
10. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments.

**NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE POSSIBLE CREDIT FOR THEIR INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE.** All application forms are subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for Federal employment.

### **QUALIFICATION REQUIREMENTS**

Excepted Service Indian Preference applicants, both those who apply under the Excepted Service Examining Plan (ESEP) and those who are currently on permanent appointment in Indian Health Service, will be rated in accordance with the Indian Health Service Excepted Service Qualification Standards (if established). Normally, Competitive Service Indian Preference applicants will be rated in accordance with the Office of Personnel Management (OPM) Qualification Standards Handbook, however, these applicants who wish to be considered under the ESEP will be rated separately under the IHS Excepted Service Qualification Standards, or under both standards, if requested. All Non-Indian Preference applicants will be considered under OPM Qualification Standards. The two Qualification Standards are essentially the same, however, any Time-In-Grade requirements will not apply to ESEP applicants. Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

#### **QUALIFICATIONS REQUIRED:**

Basic Requirements: GS-5

A. Degree: medical technology, chemistry, or biology that included or was supplemented by at least:

- 16 semester hours of biological science of which one course was in microbiology and one course was in immunology. (NOTE: If there is no mention of immunology or immunobiology in the course title, the requirement for a course in immunology may be met by any course that covers the following topic areas: (1) definition and relationships of antigens and antibodies; (2) host-antigen interactions; (3) bursal and thymic influences on lymphoid cells; and (4) humoral and cellular response mechanisms.) The remaining biology courses must have been in general biology, zoology, or any of the areas listed below under "Evaluation of Education and Experience";
- 16 semester hours of chemistry of which one course was in organic or biochemistry. The remaining chemistry courses must have been in general chemistry, qualitative analysis, qualitative chemistry, quantitative chemistry, physical chemistry, analytical chemistry, or any of the areas listed below under "Evaluation of Education and Experience"; and
- 3 semester hours of college mathematics.

OR

B. A full 4-year course of study that included or was supplemental by at least 12 months in a college or hospital-based medical technology program or medical technology school approved by a recognized accrediting organization. The professional medical technology curriculum may have consisted of a 1-year post-baccalaureate certificate program or the last 1 or 2 years of a 4-year program of study culminating in a bachelor's in medical technology.

OR

C. A combination of (1) at least 35 semester hours of biological science, chemistry, and mathematics as described in paragraph A above and (2) additional appropriate education and/or experience totaling 4 years. This combination of education and experience must have provided knowledge of the theories, principles, and practices of medical technology equivalent to that provided by the full 4-year course of study described in A or B above. All science and mathematics courses must have been acceptable for credit toward meeting the requirements for a science major at an accredited college or university. Acceptable experience is responsible professional or technician experience in a hospital laboratory, health agency, industrial medical laboratory, or pharmaceutical house; or teaching, test development, or medical research program experience that provided an understanding of the methods and techniques applied in performing professional clinical laboratory work. Certification/licensure as a medical technologist (generalist) obtained through written examination by a nationally recognized credentialing agency or State licensing body is a good indication that the quality of experience is acceptable.

Evaluation of Education and Experience: The four major areas of clinical laboratory science are microbiology, clinical chemistry, hematology, and immunohematology (blood banking). Qualifying course work in these areas include bacteriology, mycology, mycobacteriology, tissue culture, virology, parasitology, endocrinology, enzymology, toxicology, urinalysis, coagulation, hemostasis, cell morphology, immunology, serology, immunoserology, immuno-deficiency, hemolysis, histocompatibility, cytogenetics, and similar disciplines or areas of laboratory practice.

Related fields include physiology, anatomy, molecular biology, cell biology, embryology, pathology, genetics, pharmacology, histology, cytology, nuclear medicine, epidemiology, biostatistics, infection control, physics, statistics, and similar areas of science where the work is directly related to the position to be filled.

For positions above grade GS-5, experience or graduate education must have been in (1) the general field of medical technology, (2) one of the disciplines or specialized areas of medical technology, or (3) a field directly related and applicable to medical technology or the position to be

filled.

In addition to the basic requirements above, the following specialized experience or education is needed as appropriate:

GS-7: 1 year of graduate level education or superior academic achievement or 1 year equivalent to at least GS-5.

GS-9: 2 years of progressively higher level graduate education leading to a master's degree, or master's or equivalent graduate degree or 1 year equivalent to at least GS-7.

GS-10: 1 year equivalent to at least GS-9.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. (See Description of Assignment); is that in a clinical laboratory department of a hospital or health center or of a laboratory service and involves work in all or one of the following: microbiology, clinical chemistry, hematology, and blood-banking.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** may be allowed in accordance with the Office of Personnel Management Qualification Standards Handbook or IHS Excepted Service Qualification Standards, whichever is applicable.

**TIME-IN-GRADE REQUIREMENTS:** MPP Candidates must have completed at least one year of service equivalent to grade GS-5 for the GS-7; one year equivalent to grade GS-7 for GS-9; and one year equivalent to GS-9 for GS-10. Time-in-grade provisions do not apply under ESEP.

**EVALUATION METHODS:** When required by Personnel Regulations, an evaluation will also be made to the extent to which experience, education, training, self-development, outside activities, and/or awards demonstrate that basically qualified applicants possess the Ranking KSA's described in the attached "Ranking Factors for Medical Technologist". This will determine the Highly qualified applicants among the Basically qualified eligibles. Measurement of possession of the KSA's will be accomplished through review of the Application forms, performance appraisals (MPP candidates only), the "Ranking Factors for Medical Technologist" related to the KSA's, employment interviews and reference check results.

Ranking KSA's:

1. Knowledge of medical technology principles, concepts, and methodologies used in the clinical laboratory.
2. Ability to communicate with patient and staff.
3. Ability to calibrate, standardize, adjust and maintain medical laboratory testing instruments and equipment.
4. Knowledge of related disciplines to integrate and correlate test results with other laboratory data to draw conclusions.
5. Knowledge of quality control and continuous quality improvement program.
6. Ability to work with little or no supervision. This includes the ability to modify procedures, apply new theories and techniques, and evaluate information.

**EMPLOYMENT ADVANTAGES**

1. Opportunities for professional growth and development while being part of a health team providing health service for the American Indian.
2. Opportunity to gain insight into the social-economic and emotional problems confronting the American Indian and a chance to help serve their needs.
3. Periodic salary increases and promotional opportunities.
4. Eligibility for Federal Life Insurance and Health Insurance Policies.
5. Annual leave and sick leave. Annual leave begins at the rate of 13 working days per year for the first 3 years, then 20 days per year after 3 years, then 26 days after 15 years. Sick leave is at the rate of 13 working days per year.
6. Ten paid Federal holidays.
7. Retirement plan, retirement contribution refundable if you leave Government service before eligible to retire. Also, Social Security coverage is required.
8. Thrift Savings Plan (TSP) is optional and similar to 401K Plan. Highly recommended as a supplement to the Retirement System.
9. On-going in-service education and training opportunities.
10. Uniform allowance paid each pay period.

## **APPLICATION INSTRUCTIONS FOR PHS COMMISSIONED CORPS CANDIDATES**

Selection for this position will be in accordance with the Indian Preference policies of the Indian Health Service and the Oklahoma Area. Applications from Commissioned Corps Officers who wish to receive Indian preference, will be evaluated by the Oklahoma City Area Indian Health Service, Human Resources Office using the same criteria as that stated in this announcement section for EXCEPTED SERVICE EXAMINING PLAN (ESEP) civil service applicants. For information on application procedures for the USPHS Commissioned Corps, please contact **Laura Goddard at 405/951-3742**.

### **APPLICANTS MUST SUBMIT THE FOLLOWING:**

1. **Curriculum Vitae:** which states Announcement Number, Title and Grade of the job for which you are applying; Full Name, Mailing Address, Day and Evening Phone Numbers; Social Security Number; Current billet number and title (Active Duty officers only); Work Experience (paid and non-paid) listing Positions held, Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month, day, and year), Hours Per Week and Salary; and Job related Training Courses, Skills, Honors, Awards, Special Accomplishments.
2. **Current Licensure Requirements:** Applicants must submit a current, unrestricted, and valid certification by a State, the American Society of Clinical Pathologists, or the National Certification Agency, as a medical technologist, is required.
3. **Attached "Addendum to Declaration for Federal Employment (IHS) in Child Care and Indian Child Care Worker Positions" for civil service and commissioned corps applicants. This OMB Approved Form No. 0917-0028 is available at nearest IHS Facility.**
4. **Copy of final college transcript(s),** listing the college courses and credits earned, is required in order to receive appropriate credit for education.
5. **Verification of Indian Preference:** Applicants who wish to receive Indian Preference, must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS ONLY," that he/she is an Indian as defined by Part 7, Chapter 3, "Indian Preference," Indian Health Manual (03/14/2001). An equivalent form is acceptable only when issued by a Tribe authorized by P.L. 93-638 contract to perform the certification functions on behalf of the BIA. Current employees with acceptable proof (as identified above) on file in their Official Personnel Folder are still required to submit a copy of such proof with their applications. Current employees who were employed by IHS on February 16, 1978 and who received preference according to the rules and procedures in effect at the time preference was granted, and who have been continuously employed with IHS, must submit a copy of the proof they submitted at the time preference was granted. **All applicants must submit documentation satisfying one of the above requirements by closing date of the announcement.**
6. Required Work Location Availability Statement Form. (Attached)

**NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE POSSIBLE CREDIT FOR THEIR INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE.** All application forms are subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for Federal employment.

**SELECTION FOR THIS POSITION WILL BE IN ACCORDANCE WITH THE INDIAN PREFERENCE POLICIES OF THE INDIAN HEALTH SERVICE AND THE OKLAHOMA AREA. CANDIDATES, IF CLAIMING INDIAN PREFERENCE, MUST FURNISH THE APPROPRIATE DOCUMENTATION AS EXPLAINED UNDER "APPLICATION PROCEDURES" OR WILL BE CONSIDERED AS A NON-INDIAN CANDIDATE ONLY.**

RECRUITMENT CASE FILE CONTACT:

La Donna M. Cortez  
Human Resources Specialist

LMC/04-15-04/o:\stf\Open Continuous\644 04-02

**Medical Technologist - Ranking Factors , GS-644 Series  
Oklahoma City Area Indian Health Service**

Complete and submit this form with your application.

Print Name \_\_\_\_\_  
(Last, First, Middle Initial)

Professional Registration: Please provide the following current information:

ASCP: \_\_\_\_\_ Certification # \_\_\_\_\_ Date: \_\_\_\_\_

Other: \_\_\_\_\_ Certification # \_\_\_\_\_ Date: \_\_\_\_\_

If you completed an approved/accredited Medical Technology internship program (approved by the Council for Allied Health Education and Accreditation), provide the following information:

Name and Location of Internship: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

Date of Completion: \_\_\_\_\_

**INSTRUCTIONS:**

From the following list of Skill Level Definitions, select the skill level number which best describes your level of knowledge, skills, and/or ability in Education/Training or Professional work experience for each item in the clinical laboratory disciplines (indicate skill level number in the "EDUC/TRNG" and/or "EXP").

**SKILL LEVEL DEFINITIONS**

0	I have <i>NOT</i> had education, training or experience in this activity or function.
1	I have completed a college-level course covering this subject.
2	I have had exposure to this function through a formal hospital based training program for Medical Technologists.
3	Subsequent to completion of college-level course work, or a formal training program, I have gained experience which demonstrates my ability to perform this function under the direction of a more experienced Technologist/Supervisor. This experience was gained within <b>the last 3 years</b> .
4	I am currently capable of performing this function following established guidelines and procedures.
5	I have gained experience in which I had complete responsibility for training, instructing, or supervising others in the performance of this function or had complete responsibility for calibrating and maintaining this instrument. Part of this experience was gained within the <b>last 3 years</b> .

**GENERAL**

	Educ/ Trng	Exp.
1. Operate computers and programmable calculators.		
2. Perform and evaluate quality control activities in compliance with CLIA, CAP, and/or JCAHO accreditation standards.		
3. Perform/maintain Proficiency Testing in all disciplines of the clinical laboratory.		
4. Familiar with and understand "Blood borne Pathogen/Universe Precautions" (OSHA) protocols.		

**HEMATOLOGY**

	Educ/ Trng	Exp.
1. Perform venipuncture and finger/heel (capillary) stick.		
2. Prepare, stain, and perform differential on peripheral blood smears and body fluids.		
3. Recognize abnormal cells and inclusion bodies on peripheral blood smears.		
4. Operate an automated, multi-parameter hematology analyzer (Specify instrument used):		
5. Prepare and evaluate spurious results obtained on automated hematology analyzer.		
6. Perform preventative maintenance and "troubleshoot" automated hematology analyzers (Specify instruments):		
7. Perform manual WBC, RBC, Platelet and Reticulocyte Counts, and ESR.		
8. Perform manual Body Fluid cell counts.		
9. Perform Bone Marrow specimens.		
10. Perform preventative maintenance and "troubleshoot" coagulation analyzers (Specify instrument)"		

11. Maintain biological, physical, and safety requirements.		
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**CLINICAL CHEMISTRY**

	Educ/ Trng	Exp.
1. Perform routine urinalysis and microscopic examination of urine sediment.		
2. Perform confirmatory manual methodology.		
3. Perform manual chemistry procedures (Specify experience with manual method, e.g. manual pipetting, making Dilutions, etc.):		
4. Perform Blood Gas analysis (Specify analyzer used):		
5. Operate discrete chemistry analyzers (Specify analyzer used):		



6. Perform method comparison or evaluation		
7. Perform preventative maintenance and “troubleshoot” on chemistry analyzers (Specify instruments):		
8. Maintain biological, physical and safety requirements		
<b><u>MICROBIOLOGY</u></b>	Educ/ Trng	Exp.
1. In a clinical situation: isolate, and identify culturally, serologically, and/or bio-chemically, the different bacteria yeast, Fungi, mycobacteria, etc. (Specify methods used):		
2. Prepare and evaluate gram-stained smear for cells, bacteria and yeast.		
3. Collect specimen, isolate and identify organisms recovered from blood cultures.		
4. Perform and interpret results of antimicrobial susceptibility testing (Specify method used):		
5. Perform, screen and/or interpret smears for ova and parasites.		
6. Selective proper growth media for all types of cultures.		
7. Perform preventative maintenance and “troubleshoot” microbiology equipment (Specify method used):		
8. Maintain biological, physical, and safety requirements.		
<b><u>IMMUNOHEMATOLOGY (BLOOD BANKS)</u></b>	Educ/ Trng	Exp.
1. Perform ABO grouping and Anti-Rho (D, Du) typing.		
2. Perform Rh phenotyping (D, C, E, c, e, Du).		
3. Perform Direct and Indirect Anti-globin testing.		
4. Identify other blood group antigen systems such as N, S, O, P, Kell, Duffy, etc.		
5. Identification of irregular anti-bodies by red cell panel.		
6. Perform Compatibility testing and issue blood and/or components for transfusion purposes.		
7. Prepare components for administration:		
	Platelet concentrates	
	Fresh Frozen Plasma	
	Cryoprecipate	
	Anti-hemophilic Factor	
8. Perform daily quality control procedure activities in compliance with AABB, CAP, CLIA, and JCAHO		
9. Maintain biological, physical and safety requirements.		
<p><b><u>Note:</u></b> List other procedures/skills not identified in above disciplines in which you are proficient:</p> <p>From your experience, education, training, self-development, outside activities, and/or awards, briefly describe the extent to which you possess the following knowledges, skills, and/or abilities (KSAs):</p> <ol style="list-style-type: none"> <li>Knowledge of medical technology principles, concepts, and methodologies used in the clinical laboratory.</li> <li>Ability to communicate with patient and staff.</li> <li>Ability to calibrate, standardized, adjust and maintain medical laboratory testing instruments and equipment.</li> <li>Knowledge of quality control and continuous quality improvement program.</li> <li>Knowledge of related disciplines to integrate and correlate test results with other laboratory data to draw conclusions.</li> <li>Ability to apply new theories and techniques in order to modify procedures and evaluate information with little or no supervision.</li> </ol>		
<b>ATTENTION – THIS STATEMENT MUST BE SIGNED</b>		
I CERTIFY that all of the statements made in this Statement are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.	SIGNATURE (Sign in ink):	Date Signed:

**Addendum to Declaration for Federal Employment (OF 306)**  
**Indian Health Service**  
**Child Care & Indian Child Care Worker Positions**

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**Item 15a. Agency Specific Questions**

**Name:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

**(Please print)**

Job Title in Announcement: \_\_\_\_\_ Announcement Number: \_\_\_\_\_

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child? YES \_\_\_\_\_ NO \_\_\_\_\_  
*[If YES, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]*
- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children?  
YES \_\_\_\_\_ NO \_\_\_\_\_  
*[If YES, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]*

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

\_\_\_\_\_  
**Applicant's Signature (sign in ink)**

\_\_\_\_\_  
**Date**

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852.  
***Please do not send completed data collection instruments to this address.***

**WORK LOCATION  
AVAILABILITY STATEMENT FORM**

**NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_

**ANNOUNCEMENT NUMBER:** \_\_\_\_\_ **OC 04-02** \_\_\_\_\_

**CHECK ONLY THE LOCATION WHERE YOU WILL ACCEPT EMPLOYMENT:**

**HOSPITALS: IHS – OKLAHOMA AREA**

**CLAREMORE, OK** \_\_\_\_\_  
**CLINTON, OK** \_\_\_\_\_

**TAHLEQUAH, OK** \_\_\_\_\_  
**LAWTON, OK** \_\_\_\_\_

**HEALTH CENTERS: (OUTPATIENT FACILITIES)**

**ANADARKO, OK** \_\_\_\_\_  
**EL RENO, OK** \_\_\_\_\_  
**WEWOKA, OK** \_\_\_\_\_  
**PAWNEE, OK** \_\_\_\_\_  
**LAWRENCE, KS** \_\_\_\_\_

**CARNEGIE, OK** \_\_\_\_\_  
**WATONGA, OK** \_\_\_\_\_  
**PAWHUSKA, OK** \_\_\_\_\_  
**WHITE CLOUD, KS** \_\_\_\_\_

**ARE YOU WILLING TO WORK: (RESPOND YES OR NO TO EACH OF THE FOLLOWING)**

	<b>YES</b>	<b>NO</b>
<b>40 HOURS PER WEEK (full time)?</b>	_____	_____
<b>25 – 32 hours per week (part time)?</b>	_____	_____
<b>17 – 24 hours per week (part time)?</b>	_____	_____
<b>16 or fewer hours per week (part time)?</b>	_____	_____
<b>An intermittent job (on-call/seasonal)?</b>	_____	_____
<b>Weekends, shifts, or rotating shifts?</b>	_____	_____

**Please note in the Recruitment announcement under “CONDITIONS OF EMPLOYMENT” item #5. “Subject to rotating shifts, call-back, holiday and weekend work. Overtime may be required during peak periods of work.”**

**ARE YOU WILLING TO TAKE A TEMPORARY JOB LASTING:**

	<b>YES</b>	<b>NO</b>
<b>5 – 12 months (sometimes longer)</b>	_____	_____
<b>1 – 4 months</b>	_____	_____
<b>Less than 1 month</b>	_____	_____